

## APPLICANT CHECKLIST

**YOUR APPLICATION WILL NOT BE DATED AS COMPLETE AND SENT TO AN EXAMINER FOR REVIEW UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED.**

This checklist has been designed as an aid to facilitate applying for state certification. Depending on whether you apply for a new certificate, a duplicate, or a name change to an existing certificate, you will be required to complete the processes indicated and/or provide the required attachments to your application.

### **For New Certificate:**

- \_\_\_ Submit certified check/money order with correct fee payable to “Commissioner of Education” (if payment mode is not credit card).
- \_\_\_ Verification of Program Completion, if applicable ([Click here to download](#)). Also, see [Guidelines for Verification of Program Completion form](#)
- \_\_\_ Copy of out-of-state certificates (if any).
- \_\_\_ Original letter on school district letterhead signed by an appropriate school district official, documenting your years of full-time teaching or administrative experience, if applicable. The letter should include your full or part-time status, specific assignment and dates of employment. [See Guidelines for Letters of Employment Experience.](#)
- \_\_\_ Official college transcript(s) sent with degree conferral and grade point average (GPA) listed on the transcript.
- \_\_\_ If your academic studies were completed in another country, submit a credentials evaluation from an approved evaluation service that includes degree equivalency, semester-hour equivalent of each area of college-level study, and the cumulative baccalaureate and advanced degree GPAs ([Click here to download the list of approved evaluation agencies](#)).
- \_\_\_ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement for United States citizens ([Click here to download](#)).
- \_\_\_ Signed and notarized [Non-citizen Oath of Allegiance/Verification of Accuracy Statement](#) and [Affidavit of Intent to Become a Citizen](#) for non-citizens.
- \_\_\_ Take any applicable Praxis II: Subject Assessment/Specialty Area test(s). Test registration procedures, registration form and other information are available through the Praxis Web Site at [www.ets.org/praxis](http://www.ets.org/praxis) or the School Leadership Series Web Site at [www.ets.org/sls](http://www.ets.org/sls). Online registration is also available.
- \_\_\_ **Physiology and Hygiene:** Applicants applying for instructional certification must pass an examination in physiology and hygiene, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition.

### **APPLICANT CHECKLIST (cont.)**

Please be advised that there is a test requirement for most instructional endorsements, for the Speech-language Specialist endorsement and for the Principal and School Administrator endorsements. No certificates can be issued without a passing score on the required test. Candidates must meet the score in effect at the time of application and determination of certificate eligibility. Scores are subject to change without notice. It is the candidate's responsibility to review the [testing requirements](#) information available on the NJDOE website.

#### **For a duplicate certificate:**

- \_\_\_ Certified check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).
- \_\_\_ Duplicate Request Form and Notarized statement of loss ([Click here to download](#)).
- \_\_\_ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement ([Click here to download](#))

#### **For a name change on the certificate:**

- \_\_\_ Certified check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).
- \_\_\_ Name Change Request Form ([Click here to download](#))
- \_\_\_ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement ([Click here to download](#)).